

This schedule will supersede schedule number C-609

Anne Arundel County dated 1/5/88

C-772

Schedule No.

Page No. 1 of 1

Records Management Division

OFFICE OF CENTRAL SERVICES

DPW Item No. 1.	AGENCY BUREAU OF UTILITY OPERATION Description FLSA TIME SHEETS File contains daily time sheets as requifair Labor Standards Act. CORRESPONDENCE Memoranda, letters and reports written be Bureau of Utility Operations.	red by	RECOMMENDATION: MANDATORY THREE YEAR RETENTION, THEN DESTROY. RECOMMENDATION: RECOMMENDATION: RETAIN FIVE YEARS IN	
1.	FLSA TIME SHEETS File contains daily time sheets as requifair Labor Standards Act. CORRESPONDENCE Memoranda, letters and reports written by Bureau of Utility Operations.		RECOMMENDATION: MANDATORY THREE YEAR RETENTION, THEN DESTROY. RECOMMENDATION:	
	File contains daily time sheets as requifair Labor Standards Act. CORRESPONDENCE Memoranda, letters and reports written by Bureau of Utility Operations.		MANDATORY THREE YEAR RETENTION, THEN DESTROY. RECOMMENDATION:	
2.	Memoranda, letters and reports written be Bureau of Utility Operations.	y Deputy Director,		
			OFFICE, THEN DESTROY.	
3.	PLANT OPERATING RECORDS Copies of monthly operating reports and treatment plants and water reclamation for originals remain at each facility.		RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.	
4.	GENERAL FILES - BUREAU OF UTILITY OPERAT Miscellaneous administrative information various ongoing activities of the bureau	RECOMMENDATION: RETAIN MATERIAL HAVING CONTINUING ADMIN OR LEGAL VALUE TO THE OPERATION OF THE OFFICE UNTIL SUCH VALUE CEASES. OTHERWISE, RETAIN FIVE YEARS, THEN DESTROY.		
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Schedule Approved by Records Management Officer Date Schedule Approved by Chief Administrative Officer 15/13/66				
	le Approved by Oivision Representative Signature	Schedule Approved by State Archvist FEB 1 4 1997	Shirand James	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISE RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORT			
SCHEDULE (BGS 550-1)	7275 WATERLOO RCAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page1 Of4			
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT			
PUBLIC WORKS	BUREAU OF UT OPERATIONS	ADMIN			
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR			
FLSA TIME SHEETS	·	1993 _{To} Present			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Senes. Include the purpose or function of the Senes)					
Daily time sheets as required by F	Fair Labor Standards Act.				
		·· · · · · · · · · · · · · · · · · · ·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)			
XX Letter Size	☐ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)			
□ Legai Size □ Computer Tape	□ Numencai	1 X耳 Other (Specify) <u>Rinder</u>			
□ Bound Book □ Floppy Disk	XD/ Chronological	Number			
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION D File Drawer (s)			
□ Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tape(s)			
		2 XXX Other (Specify) Binder			
		Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
Dairy CXXWeekhy D Monthly 3 D Month(s) SXX Year(s)		Month(s) ♀X Year(s)			
13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		E? (If yes, specify agency or office)			
Heritage Complex 2662 Riva Rd., 2nd floor	xx Yes Payroll	□ No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS					
□ Yes ŠX No	□ None □ State X0X	Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any haroware/software)	18. RECOMMENDED RETENTION				
□ Yes ἀXXNo	3 years active in office,	then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE			
Shirley J. McMillan, Secy III	(410) 222-7520	5/11/94			

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS '550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page 2 Of 4			
- 		rage <u> </u>			
1. DEPARTMENT/AGENCY .PUBLIC WORKS	2. DIVISION BUREAU OF UT OPERATIONS	3. UNIT ADMIN			
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR			
CORRESPONDENCE		1993 TO Present			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Memorandums, letters and reports (Michael P. Bonk)	written by Deputy Director, B	ureau of Utility Operations			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME			
🗆 Letter Size 🗆 Microfilm	C Alphabetical	网次File Drawer(s) Microfilm Reet (s)			
X9X Legal Size II Computer Tape	□ Numencat	Computer Tape (s) Other (Specify)			
🗆 Bound Book 🗅 Floppy Disk	স্থ Chronological	Number			
ci Audio Tape ci Video Tape	□ Geographical	10. ANNUAL ACCUMULATION Q., File Drawer (s)			
a Other (Spearly)	Other (Specify)	Microfilm Reet (s) Computer Tape(s)			
		Other (Specify) Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
9(x Dauly □ Weekly □ Monthly	1 a	Month(s) XX Year(s)			
13. CURRENT LOCATION(S) (Blog., Floor, Room)	13. CURRENT LOCATION(S) (Bldg., Floor, Room) Heritage Complex 2662 Riva - 2nd floor 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Or Yes				
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
□ Yes ÆX No	None d State	Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any haroware/software)	18. RECOMMENDED RETENTION				
□ Yes XiX No	5 years in office, th	5 years in office, then destroy			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE			
Shirley J. McMillan, Secy III	(410) 222-7520	5/11/94			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page 3 of 4	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
PUBLIC WORKS	BUREAU OF UT OPERATIONS	ADMIN	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
PLANT OPERATING RECORDS		1 <u>989</u> To <u>Prese</u> nt	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Senes)	
Monthly operating reports and flow facilities.	v for water treatment plants a	and water reclamation	
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm XD Legal Size □ Computer Tape	8. RECORD SERIES SEQUENCE XOX Alphabetical D Numerical	9. VOLUME XEX File Drawer(s) D Microfilm Reel (s) Computer Tape (s) CX Other (Specify) Binders	
□ Bound Book □ Floppy Disk	XX Chronological	Number	
□ Audio Tape □ Video Tape □ Other (Specify)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) XX Other (Specify) Binders 1/10 Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly CX Monthly			
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)		
Heritage Complex _2662 Riva - 2nd floor	Regional Office No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes XNo	None SkxState		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any haroware/software)	18. RECOMMENDED RETENTION		
□ Yes & No	5 years in office		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Shirley J. McMillan, Secv III	(410) 222-7520	5/11/94	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEEULE (DOS. 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	Page 4 Of 4			
, P	P.O. BOX 275 - JESSUP, MARYLAND 20794	7 ago			
1. DEPARTMENT/AGENCY PUBLIC WORKS	2 DIVISION BUREAU OF UT OPERATIONS	3. UNIT ADMIN			
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retantion and disposition purposes.					
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR			
GENERAL FILES - BUREAU OF UTILITY OPERATIONS		1983 _{To Present}			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Miscellaneous administrative info Bureau.	rmation relative to various o	n-going activities of the			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
© Letter Size □ Microfilm	M Alphabetical	25 File Orawer(s) C Microfilm Reel (s)			
		☐ Computer Tape (s)			
53. Legal Size □ Computer Tape	1 Numencai	Other (Specify)			
□ Bound Book □ Floppy Disk	Chronological	Number			
🗆 Audio Tape 💢 Video Tape	ti Geographical	10. ANNUAL ACCUMULATION			
Other (Specify)	© Other (Specify)	XSX File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)			
		Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
□ Dauly St Weekly □ Monthly	Permanent				
13. CURRENT LOCATION(S) (Blog., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)				
Heritage Complex 2662 Riva Rd., 2nd floor	a Yes & No				
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS					
CI Yes CXX.No	78X None				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)					
C1 Yes XXX No	Permanent records				
19. NAME AND TITLE OF PREPARER Shirley J. McMillan, Secy III	20. TELEPHONE NUMBER (410) 222-7520	21. DATE 5/11/94			